

**Standards of Accreditation Chapter 55**  
**Recommended Changes for Consideration ARM 10.55.706-10.55.716**  
**September 2011**

OK for Now	Needs Work	<b>10.55.706 TEACHER INVOLVEMENT</b>
	<b>X</b>	(1) Teachers shall be <del>involved</del> <u>engaged</u> in curriculum development and student assessments and in the promotion of a school climate that enhances student learning, achievement, and well-being.
		<b>10.55.707 TEACHER AND SPECIALIST LICENSURE</b>
<b>X</b>		(1) Teachers shall hold Montana teaching licenses
<b>X</b>		2) An emergency authorization of employment is not a valid license; it is <del>granted</del> to a district which, under emergency conditions, cannot secure the services of a licensed teacher.
<b>X</b>		3) All school psychologists must be licensed with a class 6 specialist license.
<b>X</b>		(4) Licensed teachers and school counselors who are enrolled in Board of Public Education approved internship programs <del>according to the following provisions</del> shall be considered appropriately assigned when teaching or serving in the internship area.
<b>X</b>		<del>(a) Only an accredited educator preparation institution located within the boundaries of the state of Montana shall be eligible to operate an approved endorsement area internship program.</del>
<b>X</b>		<del>(b) Only A currently licensed Montana teacher enrolled in approved endorsement area internship program shall be considered appropriately assigned when teaching or serving in the endorsement area within the three years following the date of initial enrollment.</del>
<b>X</b>		<del>(c) An educator preparation program shall obtain approval of the Board of Public Education prior to placing interns in positions in local school districts in the state of Montana. In order to gain approval, the program must:</del>
<b>X</b>		<del>(i) file an application with the Board of Public Education;</del>

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X		(ii) <del>include a model plan for preparation of interns prior to placement that shall include, at a minimum, completion of or enrollment in six semester credits of study in the endorsement field the teacher is pursuing;</del>
X		(iii) <del>appoint a faculty member responsible for ensuring compliance with all program requirements by interns enrolled in the program, which shall include, as a minimum, an on-site visit to each school district in which an intern is placed at least once during the term of the internship.</del>
X		(d) <del>All interns placed in a school district shall receive an appropriate level of periodic supervision and training by a licensed teacher who is currently endorsed in the intern's prospective endorsement area.</del>
X		(5) <del>All personnel whose qualifications are not outlined in the certification standards must have a license issued by the appropriate state or federal licensing agent or national registry if required by the existing rules and regulations</del>
		<b>10.55.708 TEACHING ASSIGNMENTS</b>
X		(1) Teachers shall be considered appropriately assigned when teaching at the <u>licensed</u> levels <u>in the endorsed subjects</u> ;
X		(a) Individuals serving in internship positions approved by the Board of Public Education;
	X	(b) <u>when licensed teachers individuals are serving enrolled in an approved BPE teaching internship positions program approved by the Board of Public Education;</u>
	X	(2) <del>Teachers</del> assigned in grade 5 or 6 in the departmentalized classroom or middle school, who hold a 5-12 secondary <u>certificate license</u> must be endorsed in the subjects they are teaching. A 5-12
	X	(a) a 5-12 <u>certificate license</u> will not cover a grade 5 or 6 assignment in a self-contained K-8 classroom;
	X	(b) <del>clarifications of teaching assignments in grades 5 through 12 departmentalized settings are published in Appendix A of the "Montana School Accreditation Standards and Procedures Manual." adopted November 2000</del>

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	X	(3) <del>Certification</del> <u>Licensure</u> at the elementary level entitles the holder to teach <u>the elementary curriculum</u> in grades K through 8. <u>The elementary curriculum does not include world languages or career and technical education.</u>
	X	(4) No teacher shall have more than 28 hours of assigned student responsibility per week except for one-, two-, and three- teacher schools.
		<b>10.55.709 LIBRARY MEDIA SERVICES, K-12</b>
	X	(1) The <u>school</u> library shall be housed in a central location, and each school shall have a full-time, or part-time <del>certified licensed school and endorsed teacher librarian</del> <u>library media specialist</u> with a K-12 library media endorsement at the following ratio:
	X	(a) .5 FTE for schools with 126-250 students;
	X	(b) 1 FTE for schools with 251-500 students;
	X	(c) 1.5 FTE for schools with 501-1000 students;
	X	(d) 2 FTE for schools with 1001-1500 students;
	X	(e) 2.5 FTE for schools with 1501-2000 students;
	X	(2) Schools or districts of fewer than 125 students shall employ or contract with a <del>certified licensed, endorsed school teacher librarian</del> <u>library media specialist</u> , or seek alternative ways to provide library media <u>program</u> services, using <u>certified licensed</u> personnel. <del>For example, they may contract for services or receive services from a regional, certified licensed and endorsed teacher librarian</del> <u>library media specialist provided through joint efforts of adjacent districts and/or counties.</u>

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	X	(a) alternative services shall include <u>practices that meet the program standards pursuant to ARM 10.55.1801;</u>
	X	(b) <u>when a school district uses alternatives to meet this standard, it shall submit a description of the alternatives to the Superintendent of Public Instruction and seek approval from the Board of Public Education</u>
	X	<del>(i) instruction in library media skills;</del>
	X	<del>(ii) administration of a library media program that meets the district's instructional goals;</del>
	X	<del>(iii) collection, development and management;</del> <del>(iv) reader assistance;</del>
	X	<del>(v) library media collection management; and</del>
	X	<del>(vi) inservice in the use of new resources and equipment.</del>
	X	<b>10.55.710 ASSIGNMENT OF SCHOOL COUNSELING STAFF</b>
	X	(1) <u>Each school shall employ a full-time, or part-time licensed school counselor at the following ratio:</u>
	X	<u>(a) .5 FTE for schools with 126-250 students;</u>
	X	<u>(b) 1 FTE for schools with 251-500 students;</u>
	X	<u>(c) 1.5 FTE for schools with 501-1000 students;</u>
	X	<u>(d) 2 FTE for schools with 1001-1500 students;</u>
	X	<u>(e) 2.5 FTE for schools with 1501-2000 students;</u>



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	X	<u>or</u>
	X	1) A minimum equivalent of one full-time counselor for each <del>400</del> 300 elementary (K-8) students shall be provided. The counselor/student ratio shall be prorated.
	X	(2) A minimum equivalent of one full-time counselor for each <del>400</del> 300 high school students (including grades 7 and 8 if high school funding is received) shall be provided. The counselor/student ratio shall be prorated.
	X	(3) Schools and/or districts with fewer than 125 students shall:
	X	<del>(a) employ or contract with a licensed, endorsed school counselor or class 6 specialist; or</del>
	X	(a) seek alternative ways to provide counseling services and meet the required school counseling program goals <u>requirements</u> using licensed personnel <u>school counselors</u> . <del>For example, they may contract for services or receive services from a licensed school counselor or class 6 specialist provided through joint efforts of adjacent districts and/or counties.</del>
	X	<u>(b) alternative services shall include practices that meet the program standards pursuant to ARM 10.55.1901.</u>
	X	(c) when a school district uses alternatives to meet this standard, it <u>the school district</u> shall submit a description of the alternatives to the Superintendent of Public Instruction and seek approval from the Board of Public Education <u>pursuant to ARM 10.55.604(1) Alternative to Standard(s).</u>
		<b>10.55.711 GENERAL: CLASS SIZE AND TEACHER LOAD</b>
X		(1) These standards do not require a minimum class size at any grade level or for any subject offered. One pupil may be considered a class.
		<b>10.55.712 CLASS SIZE: ELEMENTARY</b>
	X	(1) In single-grade <del>rooms</del> <u>classrooms</u> , the maximum class size shall be:
	X	(a) no more than 20 students in kindergarten and grades 1 and 2;

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	X	(b)no more than <del>28</del> <u>24</u> students in grades 3 and 4;
	X	(a) <u>no more than 28 students in grades 4 through 8;</u>
	X	(c) <del>no more than 30 students in grades 5 through 8.</del>
	X	(2) In multigrade classrooms, the maximum class size shall be:
	X	(a) no more than 20 students in grades K, 1, 2, and 3;
	X	(b) no more than 24 students in grades 4, 5, and 6;
	X	(c) no more than 26 students in grades 7 and 8.
	X	(3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.
	X	(4) In one-teacher schools, the maximum class size shall be <del>48</del> <u>12</u> students.
	X	(5) Instructional aides are mandatory when class size or teacher load exceed the standards. An instructional aide shall be assigned a minimum of 1 1/2 hours per day, per student overload up to six hours.
	X	(6) An overload of five students per classroom is considered excessive.

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	X	(1) In addition to the school administrator, the school shall employ a sufficient number of <del>certified licensed</del> FTE <u>teachers</u> to allow for varying instructional patterns including, but not limited to <u>scheduling time for team planning, teaming</u> , core curriculum and departmentalization. Each program offered shall <del>have properly be</del> <u>staffed by appropriately licensed and endorsed FTE(s): educators.</u>
	X	(2) Individual class size shall not exceed 30 students.
	X	(a) Class size limits do not apply to instrumental music or choral groups.
	X	(b) Laboratory/studio ( <u>science, art, PE, career &amp; technical education</u> ) class size shall be limited for safety purposes. The number of students shall be determined through consultation with the teacher, considering the number, size and use of laboratory stations.
	X	(3) The number of students assigned a teacher per day shall not exceed 150.
	X	(a) Study hall, regardless of size, shall be counted at 15 students.
	X	(b) Student limits do not apply to instrumental music or choral groups.
	X	<del>(c) Library, guidance, and study hall duties are assigned student responsibilities. However, in cases where a teacher is assigned full time in these areas, the assignment may be for the entire day.</del>
	X	(4) Teachers with a significant writing program, as determined by the local board of trustees, shall have a maximum load of 100 students.
		<b>10.55.714 PROFESSIONAL DEVELOPMENT</b>
	X	(1) <del>By definition,</del> Professional development:
	X	(a) <u>shall be aligned with District goals and objectives;</u>

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	X	<del>(a)</del> <u>(b)</u> focuses on teachers as central to student learning, yet includes all other members of the school community;
	X	<del>(b)</del> <u>(c)</u> focuses on individual, collegial, and organizational improvement;
	X	<del>(c)</del> <u>(d)</u> respects and nurtures the intellectual and leadership capacity of teachers, principals, and others in the school community;
	X	<del>(d)</del> <u>(e)</u> reflects proven research and practice in teaching, learning, and leadership;
	X	<del>(e)</del> <u>(f)</u> enables teachers to develop further experience in subject content, teaching strategies, uses of technologies, and other essential elements in teaching to high standards;
	X	<del>(f)</del> <u>(g)</u> is ongoing and sustained;
	X	<del>(g)</del> <u>(h)</u> Is planned collaboratively by those who will participate in and facilitate that development;
	X	<del>(h)</del> <u>(i)</u> requires substantial time and other resources;
	X	<del>(i)</del> <u>(j)</u> is driven by a coherent long-term plan; and
	X	<del>(j)</del> <u>(k)</u> is evaluated <del>ultimately on the basis of</del> its impact on teacher effectiveness and student learning, and the assessment <u>results</u> guide subsequent professional development <del>efforts</del> .
X		(2) Teachers and specialists shall annually complete a minimum of three pupil instruction related (PIR) days dedicated exclusively to professional development or pursuant to law they shall not be paid.
	X	(a) A professional development PIR day shall constitute six hours of contact time.



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	X	<del>(b) A school district may divide a professional development PIR day into no fewer than two-hour blocks of contact time.</del>
	X	(b) A professional development block may be held on the same day as a pupil instruction day, but a school district shall not schedule a professional development PIR day to convene simultaneously with a pupil instruction day.
X		(3) School district trustees shall establish an advisory committee to evaluate the school district's current school year professional development plan and develop and recommend a plan for the subsequent school year.
X		(a) The advisory committee shall include, but not be limited to, trustees, administrators, and teachers. A majority of the committee shall be teachers.
X		(b) Each school year, school district trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.
X		(c) The plan recommended by the advisory committee and adopted by the school district trustees shall outline how, when, and from whom teachers and specialists shall meet their professional development PIR day expectations.
X		(d) Although the advisory committee's recommendation is advisory, the plan adopted by the school district trustees must include two professional development PIR days in October during which schools must close in order to permit teachers and specialists to attend the annual professional development meetings of state professional associations.
X		(e) The adopted plan may include alternatives but shall not interfere with or prohibit teacher and specialist attendance at the annual October professional development meetings of state professional associations.

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X		(f) Teachers and specialists who do not attend the annual professional development October meetings of state professional associations or school district plan approved alternative professional development PIR days shall not be paid for the days they are absent.
	X	(g) Teachers, specialists, administrators, and school districts shall not substitute for professional development PIR day purposes professional development opportunities not specifically outlined in the school district's adopted professional development plan.
	X	(h) School district trustees shall file their adopted professional development plan with the Office of Public Instruction and make their plan available <u>online</u> to employees and the public.
		<b>10.55.715 INSTRUCTIONAL AIDES: QUALIFICATIONS AND SUPERVISION</b>
X		(1) Instructional aides need not be <del>certified</del> <u>licensed</u> ; however, the following supervision is required:
X		(a) Instructional aides assigned due to classroom size or diversity shall be under the direct supervision of a certified teacher. This means that the aide shall be supervised by a <del>certified</del> <u>licensed</u> teacher who is responsible for instruction and assessment of students. The supervising teacher shall be available while the aide is fulfilling his/her responsibilities and shall not be simultaneously assigned to another teaching duty or preparation time.
X		(b) Instructional aides assigned to assist students with special education needs shall be under the supervision of the teacher or other professional designated as primarily responsible for instructional planning for the student. The designated professional has the responsibility to provide regularly scheduled communication and direction to the instructional aide and not to delegate any activity to the instructional aide that requires professional skill, knowledge and judgment.

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X		(c) Instructional aides assigned to assist students in gaining specialized knowledge not generally available from a properly endorsed teacher shall be supervised by a teacher <del>certified</del> <u>licensed</u> at the proper level. The supervising teacher is responsible for instruction and assessment of students and shall not be simultaneously assigned to another teaching duty or preparation time.
		<b>10.55.716 SUBSTITUTE TEACHERS</b>
X		(1) Substitute teachers may be used for extended teacher absences under the following conditions:
X		(a) In cases where a regular, licensed teacher under contract is temporarily unable, by reason of illness or for other reasons approved by the school district board of trustees, to fulfill the teacher's duties, substitute teachers may be employed to carry on the duties of that teacher's position for a period not to exceed 35 consecutive teaching days. Such substitutes need not hold a current license, but preference shall be given to those substitutes who are properly licensed.
X		(b) If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the substitute may be placed under contract if licensed or the board of trustees shall place a licensed teacher under contract. If the board of trustees makes a written declaration to the Superintendent of Public Instruction that no licensed teacher is available, the district shall pursue the employment of a teacher authorized under the provisions of ARM 10.57.107.
X		(2) Any non-licensed substitute teacher shall complete a minimum of three hours of training, as approved by the school district board of trustees.
X		(3) Any non-licensed substitute teacher must have received a high school diploma or have attained a passing score on the general education development assessment.
X		(4) A district that employs a non-licensed substitute teacher must conduct a fingerprint-based background check of that individual according to the following procedures:
X		(a) The non-licensed substitute teacher must present a complete set of fingerprints to a qualified law enforcement agency to be submitted to the school district.

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X		(b) The district shall not employ the non-licensed substitute teacher until state and federal authorities have reported the results of the background check or until the district has conducted a reference check of the individual.
X		(c) The district shall accept the report of a previous fingerprint-based background check if it is submitted by a Montana university or college for a student currently or formerly enrolled in an accredited Montana professional educator program. The report shall not be accepted if it was completed more than two years prior to the date of submission.
X		(d) The district shall consider the information obtained from the results of the fingerprint-based background check under the provisions of Title 37, chapter 1, part 2, MCA, governing the licensure of criminal offenders and under 20-4-110, MCA. Conviction, including conviction following a plea of nolo contendere, a conviction in which the sentence is suspended or deferred, or any other adjudication treated by the court as a conviction, may be considered by the district as grounds for removal from the classroom if the conviction was for a sexual offense, theft, or any other crimes meeting the criteria of Title 37, chapter 1, part 2, MCA.
	X	(5) Sections (2), (3), and (4) may be waived by the trustees in whole or in part, if the non-licensed substitute has previous teaching or substitute teaching experience in an accredited public school in Montana <del>prior to November 28, 2002</del> <u>in the last three years.</u>
		<b><u>10.55.717 Montana Wellness Services (NEW – Not Done)</u></b>
	X	<u>(1) School districts shall develop and implement a plan for providing wellness services.</u>

